



# Office of General Services Food Distribution

## RA Entitlement/Bonus Detail Report

The RA Entitlement/Bonus Detail Report provides all transactions that impact a school/childcare's entitlement.

Schools/childcares may use the RA Entitlement/Bonus Detail Report to review how each item requested impacts entitlement, the beginning entitlement balance, and how much entitlement is remaining.

### Understanding the RA Entitlement Bonus Summary Report

**Order Quantity** is the quantity of the material that a school has requested.

**UoM** or Unit of Measure is how the Order Quantity is measured.

**Order Quantity in LB** is the weight of the material ordered in Lbs.

**Avg. Cost/Lb** is the **Net Value** of the material divided by the **Order Quantity in Lb**.

**Ent. Amount Availabl** is the amount of entitlement available at the time the item had been requested.

**Ent Amount Pending** is the **Net Value** of the material requested minus the **Ent Amount Availabl** at the time the material was requested.

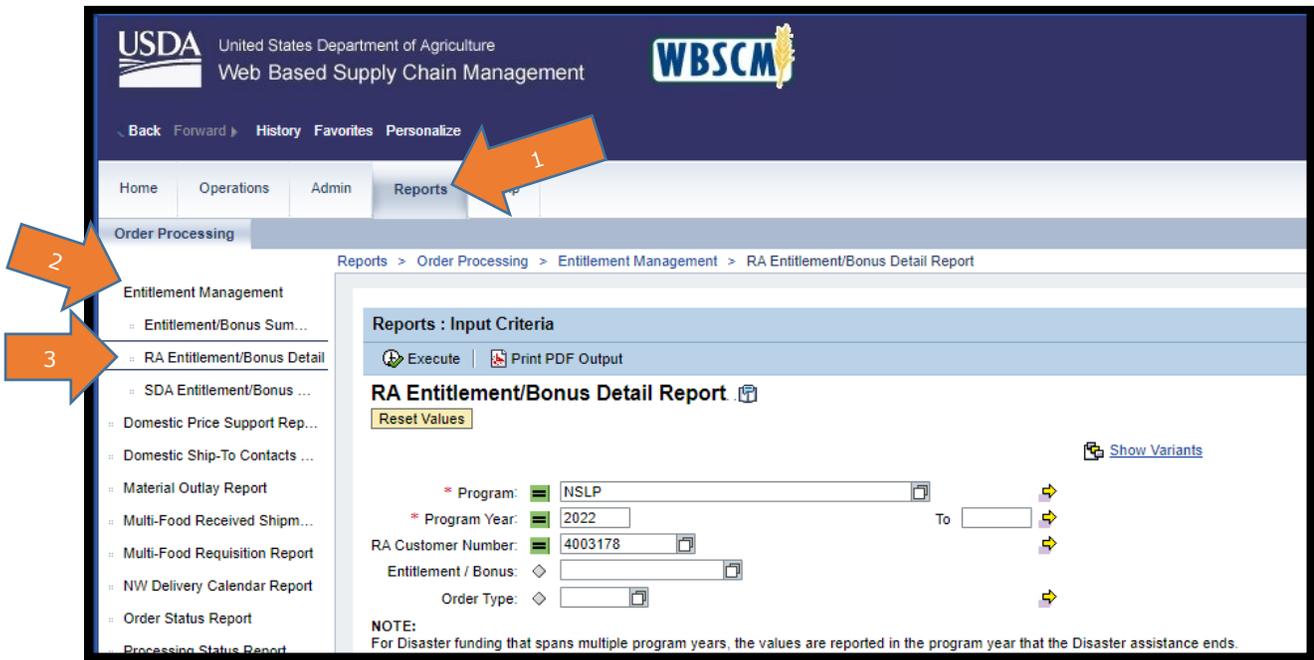
### How to Run the RA Entitlement Bonus Summary Report in WBSCM

1. Log into WBSCM → Click Reports → Click Entitlement Management → Click RA Entitlement/Bonus Detail Report.
2. Enter the Program (i.e., NSLP).
3. Enter the Program Year (for example, if for the 2021-22 School Year, enter 2022)
4. Click Execute.
5. Export to Microsoft Excel\*\* (Pop-ups must be enabled for this website)



\*\* A PDF version is available, but it does not provide all information available. OGS recommends that you utilize the Microsoft Excel version of this report as it provides all available information.

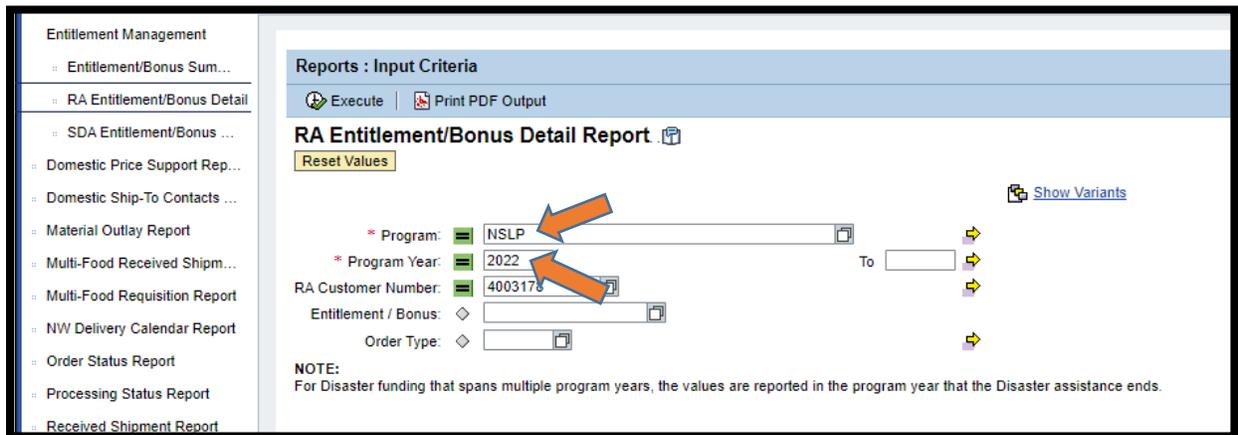
1. Log into WBCSM > Click on Reports > Entitlement Management > RA Entitlement/Bonus Detail Report



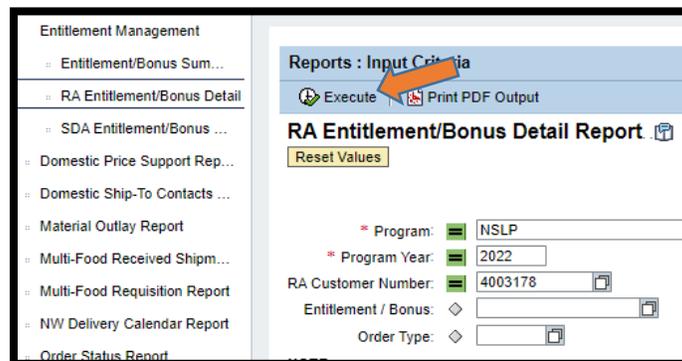
2. Enter the Program and the Program Year.



For example, if the current school year is 2021 – 22, the Program Year should be 2022.



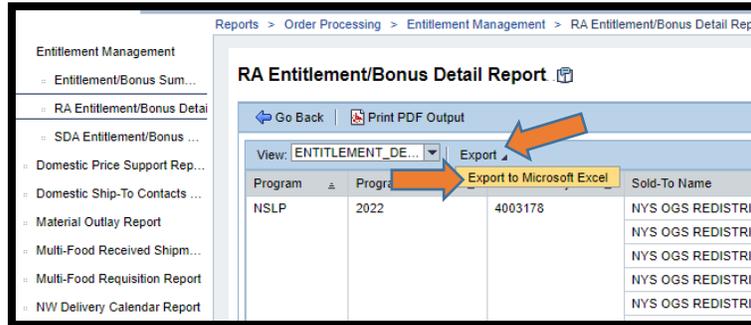
3. Click Execute.



4. Export the results to Microsoft Excel.



A PDF version of this report is available but does not provide all available information. Exporting results to Microsoft Excel file is suggested as it provides all available information.



## How to Review the RA Entitlement Bonus Summary Report

Each column of the Requisition Status Report contains information that schools may use to review how each commodity ordered impacts their school’s entitlement and how much entitlement is remaining.

Program	Program Year	Sold-To Party	Sold-To Name	Sold-To State
NSLP/CACFP	Program Year/School Year	Your Schools WBSCM ID #	Your School’s Name	NY (School’s State)

Ship-To Party	Ship-To Name	Req./Redist. Type	Requisition Number
WBSCM ID for Distributor or Processor	Distributor or the Processor	Hide Column/ Not needed	Hide Column/ Not needed

Requisition Item	Entitlement/Bonus	Order Date	Sales Order Type
Hide Column/ Not needed	Entitlement or Bonus	Date Ordered	Hide Column/ Not needed

Sales Order Number	Sales Order Item	SO Item Status	Material
USDA assigned Sales Order # (i.e., 5000...)	Line number (i.e., -100, -200)	Status of the order (i.e., 1) Approved by SDA 2) On Invitation 3) Returned by FSA/AMS 4) Purchased – Price Final 5) Order Received)	USDA Assigned Item/Material #

<b>Material Descr.</b>	<b>Delivery Date</b>	<b>Order Quantity</b>	<b>UoM</b>
Item/Material Description. Usually includes a pack size.	Date the load is expected to be due into the Distributor/Processor by.	The number of cases or LB requested in the load.	Unit of Measure (Cases/LB).

<b>Order Quantity in LB</b>	<b>Avg. Cost / LB</b>	<b>Net Value</b>	<b>Ent. Amount Availabl</b>	<b>Ent. Amount Pending</b>
The weight in LB.	Net Value divided by Order Quantity in LB.	\$ value of cases/LB ordered.	Entitlement Balance available at time of order.	Entitlement Amount Available – Net Value.  This is the amount of entitlement remaining after the order is requested.